Raleigh Convention Center
Utilities Order Form

Payment for any requested services can only be made by a company, cashier's, or certified check, cash, Visa, MasterCard or American Express. Service will not be provided until payment is received. If you would like a confirmation or receipt for your order please contact RCC Accounting at 919-996-8520 and include your email address on this form. See page 2 for additional contact information.

Event Name: _____ Event # _____
(RCC to complete)

Event Date(s): _____

Booth Number(s): _____

Contact Name: _____Email: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Would You Like A Receipt? _____

	QTY.	SERVICE	ADVANCE PRICE	FLOOR PRICE*	TOTAL PRICE
ELECTRIC POWER±		110V Outlet - 20 Amp	$90.00	$140.00	
		220V Outlet - 30 Amp & Under	$160.00	$220.00	
		220V Outlet – Above 30 Amp	$240.00	$320.00	
		120/208 1ph or 3ph Anything over 100 Amp	Call Jimmy Pierce (919-996-8526) for Details, Advance Only		
PHONES/MISC		Telephone Line (Handset Not Incl)	$215.00	$270.00	
		Telephone Line (Includes Handset)	$240.00	$305.00	
		Two-Line Digital Phone	$350.00	$425.00	
		Compressed Air, Water, or Drain Service (Exhibit Halls Only)	Call Jimmy Pierce (919-996-8526) for Details, Advance Only		

Prices are subject to change. The latest form can be found on the Raleigh Convention Center website: http://www.raleighconvention.com

± All power is supplied from the floor. Please call to discuss other requirements.

	QTY.	SERVICE	ADVANCE PRICE	FLOOR PRICE*	TOTAL PRICE
INTERNET SERVICES		Wired Internet	$350.00	$450.00	
	Wireless internet access is available for purchase on site. To use this service, associate your wireless-enabled device with the "Raleigh Convention Center" SSID, open your web browser, and follow the instructions for payment. Pricing: $3.95/hr., $19.95/day, and $59.95/wk. However, you may purchase wireless internet below for credit card machines and other devices that do not have a web browser. In that case, a password will be provided to you by RCC Staff when you arrive.				
		Wireless Internet	$60.00		
		Guaranteed Bandwidth Connections	$150.00/Mbps per day – Minimum $3000.00 **7 to 45 Days Advance Notice Required depending on bandwidth**		
		Static Public IP Address	$150.00 (+ $350.00 for one Wired Connection = $500.00) Advance Only		
				TOTAL:	

***Please note that the floor price will be charged if equipment reservations are not received by The Raleigh Convention Center at least <u>one week</u> prior to the first day of move-in.**

Payment options:

1. Mail **completed form** with **payment** to:

   Raleigh Convention Center
   500 South Salisbury St.
   Raleigh, NC 27601

   For internet questions: 919-996-8652
   For electrical questions: 919-996-8526
   For order receipt confirmation or payment receipts please contact:
   RCC Accounting: 919-996-8520

2. Pay with ☐ Mastercard ☐ Visa ☐ American Express (check one box)

   Name on Card_____

   Card number_____

   Expiration (MM/YY) _____

   Signature_____

   FAX completed form with credit card information to:
   RCC Accounting FAX #: 919-996-8552

For Internal Use Only:
Date received: Receipt number:

Prices are subject to change. The latest form can be found on the Raleigh Convention Center website: http://www.raleighconvention.com

Raleigh Convention and Conference Center
Utilities Order Form

Connection:

1. Under no circumstances shall anyone other than the Convention Center Electrician make electrical connections to the Convention Center distribution system.
2. Hourly fees may apply for special wiring requirements.
3. Sharing power between booths is prohibited.
4. Convenience outlets that may exist in or near your booth are not included in your booth rental and may not be used.
5. All equipment provided by exhibitor must comply with all National Electric Codes as well as, state, local and international safety codes.
6. The building engineer may refuse service to any requests deemed unsafe.
7. No two-wire (home-use) extension cords are allowed.

120/208v and 277/480v Power:
The Convention Center can provide power for your equipment and machinery with the following limitations:
We can only guarantee that we will be able to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power. Please discuss your needs with Jimmy Pierce at (919) 996-8526. We generally can provide the power you need for most equipment, however, we do not stock all types of outlets. If you need to plug into something other than a standard 120 or 240 volt, 20 or 30 amp outlet you need to either bring an outlet of the correct type or provide equipment with bare wire leads that we will install into our breaker panel. We will not disassemble your machinery or equipment in order to wire it. Please provide equipment with either a plug or bare wire leads.

Right of Way and Access:

1. The Convention Center reserves an easement behind each exhibit booth for the purpose of distributing electrical service to neighboring booths.
2. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
3. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
4. Access to floor boxes is strictly prohibited.
5. Displays and service panels must be available and accessible for inspection at all times.

Phone lines:
You will be provided with one phone line with an RJ-12 plug for each phone line you order. The phone lines are analog lines suitable for use with computer modems, credit card machines, or for voice communication. If you want to use the line as a normal phone, you may rent the telephone set from us for an additional fee or bring your own telephone set. If you are using the line for a modem or credit card machine, you must program your device to dial 9, pause, and then dial the number you are calling. The phone lines are disabled from making international calls or dialing 900, 976, and similar toll numbers. Long distance fees are charged to the client upon receipt of the final bill.

Air, Water, and Drain Service:
Compressed air, water, and drain service must be ordered in advance. Not all areas of the Convention Center have access to these services, so please contact us early if you need these services. Call Jimmy Pierce at (919) 996-8526 to order these services.

Internet Services:
All Internet Services are subject to The Convention Center's acceptable use policies and the RCC may suspend Service to any exhibitor or user if the use is determined to be in violation of the acceptable use policies. The Convention Center is the sole provider of WiFi Internet services within the facility. **Customers may not use their own wireless access points, wireless routers, MiFi units, any other device that provides shared Wifi Internet access.**
VPN over PPTP: To make multiple VPN connections to a single Microsoft VPN server, each connecting PC must have its own static public IP address. This is due to limitations of PPTP.
Disclaimer: The Convention Center does not provide security, such as, but not limited to firewalls, etc. for any data circuit(s) that we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Software or content obtained from the use of Service may contain viruses or other harmful features and customer is solely responsible for protecting its equipment and software from such matters.